

DD/A 75-3218

8 July 1975

MEMORANDUM FOR: Executive Assistant, Office of Communications
Executive Officer, Office of Finance
Executive Officer, Office of Joint Computer Support
Executive Officer, Office of Logistics
Executive Officer, Office of Medical Services
Executive Assistant, Office of Personnel
Deputy Director for Policy & Management, Office of Security
Chief, Plans and Development Staff, Office of Training

SUBJECT : Headquarters Building Evacuation Organization
Rosters

1. In order to enhance the safety of Agency personnel, it has been decided that the roster of personnel assigned to the fire evacuation organizations should be revised on a quarterly basis. These rosters are due on 15 January, 15 April, 15 July and 15 October of each year.

2. It is requested that you update your rosters and forward them to the undersigned by 14 July 1975. Thereafter, please forward your revised rosters ten days in advance of the due dates. The 1974 roster is attached to aid you in your update.

3. The CIA Safety Officer will schedule briefings for all personnel assigned to the evacuation organizations in late July and early August.

4. Should you have any questions or problems with the above, please contact me on extension [REDACTED] or in Room 7D10, Headquarters.

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Senior Emergency Officer, DDA

Attachment

9 JUL 1975 C/SP action